



City of Marlborough
Human Resources Department
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MARLBOROUGH, MA 01752
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DAVID BRUMBY
H.R. DIRECTOR

MARY WARD
H.R. ASSISTANT

DIANE REGO
SENIOR CLERK

EMPLOYEE REQUEST HOLDOVER OF VACATION TIME

Please complete, then have your Department Head sign and return to the Human Resources Dept.

DATE OF REQUEST _____

EMPLOYEE NAME _____

DEPARTMENT _____

VACATION TIME TO BE HELD OVER TO NEXT YEAR (PLEASE SPECIFY IN DAYS OR HOURS)

_____ DAYS OR

_____ HOURS

COMMENTS: _____

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD

☐ APPROVED ☐ DISAPPROVED

SIGNATURE

DATE

HUMAN RESOURCES DIRECTOR

☐ APPROVED ☐ DISAPPROVED

SIGNATURE

DATE